



# GEORGIA DEPARTMENT OF REVENUE

## ▪ MOTOR VEHICLE DIVISION ▪

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### Transferring IRP Registrations to Replacement Vehicles

\*IRP member jurisdictions allow for the transferring of registrations of withdrawn fleet vehicles to replacement vehicles.

1. Additional Apportionable fees will be due if replacement vehicle is registered at a higher weight.
2. Registrations cannot be transferred to replacement vehicles that are being registered at a lower weight.

As example: Charter Bus currently registered at 80,000lbs cannot transfer that 80,000lb registration to a replacement vehicle which will be registered at any weight below 80,000lbs.

**\*Required supporting documents must be saved to your computer in order to upload & complete submittal.**

1. Go to "Process" tab, select the "Vehicle" option, and then choose "Transfer Plate."
2. From Supplement Page, click the "Proceed" button.
3. Click the "Select" hyperlink icon to the far left of the applicable fleet expiration year.
4. New Vehicle Search Criteria (screen): Enter VIN of replacement vehicle in "VIN" field, then click "Search" button.
5. Old Vehicle Details (screen): Enter Unit No. & Delete Reason, then click "Search" button.
6. Vehicle Details: Complete all fields marked with a red asterisk.
7. (Check the "New Plate Required" checkbox if a new license plate is required.)
8. Click "Proceed" button to move to "Vehicle Verification" screen, if information is correct, Click "Proceed" again.
9. You will be returned to "Vehicle Screen" where you may either add additional vehicles or click "Done."
10. Submission Screen: click "Select" icon for the fleet your replacement vehicle(s) supporting documents belong.
11. To upload & submit added vehicle supporting documents: enter VIN of vehicle in the "VIN" field.
12. From the "Document Type" drop down menu, select a document type to upload from your computer.
13. Click "Choose File" in order to search your computer's files for the pdf document to upload.
14. Once document is found, click "Upload" button to upload selected document.
15. Repeat "browse & upload" process for documents you are required to submit for replacement vehicles(s).
16. When all required documents are successfully uploaded, click "Submit" button to transmit request for approval.
17. You should see an on screen notification stating "Request Submitted Successfully," then click "Quit" button.
18. After submittal is reviewed and approved you will receive emailed confirmation to complete Part #2 of process

#### **Part #2:** (Billing Invoice, Credentials, & Payment)

1. From the "Applications" tab, select "IRP." Click on the "In Progress" tab and then click "Proceed."
2. Billing Details Screen: review vehicle information and then click "Proceed" in order to calculate bill/invoice.
3. You may adjust "Invoice Report Type" if necessary, then click "Proceed" to receive invoice and TAs.
4. Pop-up of invoice & 30 temporary apportioned registrations (TA) will generate. Print & save for your records.
5. Once documents are saved, close invoice & TA screen by clicking on "X" in upper right corner of screen.
6. Payment Details Screen: click "Proceed" to begin payment process.
7. Payment Verification Screen: click "Proceed" to make payment or "Add to Cart" to make payment later.
8. Payment/Cart Management: review and verify transaction and then click "Proceed" to continue.
9. Click either the "Credit Card" or "E-Check" button in order to choose preferred method of payment.
10. (A pop-up will appear, transferring to the "Official Payments" website which will open in a new window).
11. (Complete payment information on Official Payments website- and click "Continue" until completed.)
12. Close Official Payments window and click "Close" in IRP system in order to return to the payment screen.
13. Click "Proceed" to continue to Payment Summary page.
14. Click "Proceed" to apply payment to IRP supplement. This will complete process & generate credentials.



**For more information, please visit the Georgia Trucking Portal at [www.evisn.dor.ga.gov/Home](http://www.evisn.dor.ga.gov/Home) or scan the QR code.**